FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR (Patty J. Kong)

ADMINISTRATION

1 Executive Assistant

FINANCIAL MANAGEMENT

1 Asst. Finance and Admin. Svcs Director (Suzy Niederhofer)

Budget and Analysis

- 1 Principal Financial Analyst
- 1 Senior Admin. Analyst
- 0.75 Admin. Analyst I/II
- 0.25 Admin. Analyst I/II (Limited-Period)

Treasury

0.25 Accounting Technician

Payroll

- 1 Senior Accountant
- 1 Accountant I/II
- 0.75 Accounting Technician

Revenue

- 1 Senior Admin. Analyst
- 2 Accounting Technician
- 1 Account Clerk I/II
- 1 Customer Service Representative

ACCOUNTING

- Accounting Manager (Grace Zheng)
- 2 Accountant I/II
- 1 Accounting Technician

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1 Account Clerk I/II

PURCHASING AND SUPPORT SERVICES

- Purchasing and Support Services Manager (Tina N. Yoke)
- 1 Secretary

Purchasing

- 1 Supervising Buyer
- 1.75 Assistant Buyer/ Buyer
- 0.5 Warehouse Worker

Support Services

- 1 Document Processing Supervisor
- 2 Document Processing Technician III
- 1.5 Document Processing Technician I/II
- 1 Copy Center Technician
- 0.5 Copy Center Assistant

RISK MANAGEMENT

- 1 Risk Manager (Claudia Koob)
- 1 Administrative Analyst I/II

FISCAL YEAR 2014-15 POSITION TOTALS: 29.0 Full-Time

3.0 Regular Part-Time

0.25 Limited-Period